

Goochland

COUNTY PUBLIC SCHOOLS

JOB TITLE: Mechanic	WORK SCHEDULE: 260 days (12-month)
REPORTS TO: Transportation Director	EMPLOYMENT STATUS: Classified
FLSA STATUS: Non-Exempt	SALARY RANGE: \$34,840 - \$53,622

Essential Duties and Responsibilities

- Plan and implement a program of scheduled preventative maintenance for the district bus fleet.
- Perform mechanical repairs on buses to include major overhauls if directed, as necessary.
- Make emergency service calls for stranded buses or other district equipment.
- Make recommendations to the supervisor for ordering and stocking all necessary repair parts necessary supplies.
- Maintain the shop area in a clean, orderly and safe condition.
- Assist in the service and repair of other district motor vehicles and equipment as needed.
- Maintain, repair, and inspect tires and rims, and maintains records of district vehicles.
- Perform complete safety inspections as required.
- Estimate time, material, and equipment needed for assigned jobs.
- Operate school vehicles.
- Replace and adjust brakes, belts, and hoses.
- Write requisitions, order parts, and ensure parts are received in a timely manner.
- Assist in the service and repair of school vehicles as needed.
- Perform other duties as assigned.
- Use materials and equipment necessary in the repair and maintenance of buses and other motorized vehicles.
- Follow and give verbal and written instructions and directions.
- Work cooperatively with others.
- Perform heavy manual labor.
- Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions.
- Prepare and maintain accurate and complete records.
- Work independently with minimal supervision.

Goochland County Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

(Revised 2/17)

- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Perform responsible and minor mechanical repair work involving the use of independent judgment and personal initiative.
- Perform other duties that may be assigned by the Superintendent, or designee.

Physical Demands and Working Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times. • Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.
- Work around and with machinery and motorized equipment.
- Work in a shop. • Changing priorities and interruptions. Physical Demands • Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Reach overhead, the shoulder and horizontally to reach and place materials and equipment in certain areas.
- Occasional bending, kneeling, crouching, turning and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.
- Crawling under vehicles.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Perform physically demanding work.

Qualifications

- Education High School Diploma or equivalent
- Additional qualifying experience may be substituted for the required education provided formal schooling has been sufficient to enable applicant to evaluate difficult mechanical repairs.
- Acceptable experience in the repair and preventative maintenance of heavy equipment.
- Acceptable experience in the repair and preventative maintenance of school buses and other motor vehicles preferred.

Evaluation

Performance of this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.